

#### F-10. Prior Service (PS) Applicants processing that require a Conditional Release, DD Form 368

Applicants processing for enlistment into the RA or AR and are current members of the IRR or RC must have an approved DD 368 prior to processing for enlistment. This includes the Army IRR.

a. US Marine Corps (USMC) IRR members must be released from the IRR with the approval of the first general officer in their chain of command IAW MARADMIN Message 156/03.

- (1) Submit requests via email with the DD 368 attached through the following: [mcirsa\\_ima@usmc.mil](mailto:mcirsa_ima@usmc.mil).
- (2) The completed DD 368 will have the first five (5) digits of the SSN blacked out.
- (3) Once the request has been submitted, allow at least five (5) days for processing.
- (4) MARCORRES customer service is (800) 225-5082.
- (5) The SGC will ensure the Soldier's DD 4 is forwarded to the email address above within 24 hours of

Soldier shipping/accessing

b. US Navy (USN) IRR members must be released by the Cdr of the naval district where the person is assigned or the Chief of Naval Personnel.

- (1) Email ATTN to HR Assistant Conditional Release: [Pers-913\\_DD368@Navy.mil](mailto:Pers-913_DD368@Navy.mil).
- (2) The completed DD 368 will have the first five numbers of the SSN blacked out per USN's PII policy.
- (3) Once the request has been submitted, allow at least one week for the request to be processed. The customer service number is (866) 827-5672.

(4) The SGC will ensure that the DD 4 is forwarded to the above email address within 24 hours of the Soldier shipping/accessing.

c. US Air Force (USAF) IRR members must be released as follows:

- (1) Fax the DD 368 to (478) 327-2215, must include a fax cover sheet. Or mail to:  
18420 E. Silver Creek Avenue  
Building 390  
Mail Stop 68 Buckley AFB CO 80011
- (2) SGC will ensure that the DD 4 is forwarded to the above address within 24 hours of Soldier shipping/accessing.
- (3) Air National Guard members. Unit Wing Cdr.
- (4) Air Force Reserve members. Unit Wing Cdr.

d. Coast Guard (CG) IRR Conditional Release:

- (1) Website address: <http://www.uscg.mil/rpm/rpm3/irr/>
- (2) Mailing address:  
Commander(RPM-3)  
Personnel Service Center  
US Coast Guard Stop 7200  
4200 Wilson Blvd STE 1100  
Arlington, VA 20598-7200

(3) The SGC will ensure that the DD 4 is forwarded to the above address within 24 hours of the Soldier shipping/ accessing.

e. ARNG. The approval authority for Soldiers assigned to the ARNG will be the state MILPO/G-1 IAW: National Guard memo dated 15 October 2010: Adjutants General may delegate the approval authority to grant a DD 368 below the first General Officer in the chain of command.

(a) The SGC will ensure DD 4 is forwarded to the appropriate State Adjutant General and send an information copy of the DD 368 to the losing ARNG command indicated in item 1 of the DD 368 within 24 hours of the Soldier shipping/ accessing.

f. AR TPU Conditional Release. All requests for conditional release will be submitted through the Soldier's chain of command to the approving authority.

(1) Soldiers with 12 months or less in a SELRES approval authority rests with HQ, USARC. Disapproval authority rests with USARC OFTS GOs (7th CSC and 9th MSC) and may be delegated to the first GO in the Soldier's chain of command.

(2) Approval authority for Simultaneous Membership Program (SMP) cadets and officers who have not completed their Basic Officer Leadership Course (BOLC), regardless of time in the SELRES, rest with HQ USARC. Disapproval authority rests with USARC OFTS is (7th CSC and 9th MSC) and may be delegated to the first GO in the Soldier's chain of command.

(3) A conditional release is not authorized for enlisted Soldiers who have not completed IMT, regardless of time in the SELRES, except in unusual or extreme cases. Requests will only be approved by USARC G1.

(4) Soldiers with more than 12 months in the SELRES who have completed IMT (except AMEDD and Chaplain officers) approval/disapproval authority rests with USARC OFTS GOs (7th CSC and 9th MSC) and may be delegated to the first GO in the Soldier's chain of command.

(5) Soldiers assigned to units in the Train/Ready 3 and available years of the ARFORGEN cycle are prohibited from voluntary enlistment or appointment in the RA, ARNG or other Armed Forces. Exceptions to this may be granted by approval authorities however, only exceptionally meritorious cases should warrant approval or recommendation.

(6) Requests for all AMEDD officers go through the officer's chain of command for coordination with the USARC Command Chaplain for final determination.

(7) Request for all AR Chaplains go through the officer's chain of command for coordination with the USARC Command Chaplain for final determination.

(8) The SGC will ensure that the DD 4 and 368 is forwarded to the appropriate TPU as indicated in Item 1 of the 368 within 24 hours of the Soldier shipping/accessing.

g. Prior approval from HRC EIS if enlistment grade is E-5 and above.

NOTE: Refer to AR 601-210, 3-17b (3) for proper procedures on processing an enlistment if pay grade is E-5 or above.

h. RA applicants who are current members of the Army IRR will have a DD 368 completed on their ship date. The ship GC forwards a hard copy or emails a copy of the completed DD 4 and the DD 368 to the address below within 72 hours of ship date:

Commander, HRC

1600 Spearhead Division Avenue Department 364 AHRC-EPF-M

Fort Knox, KY 40122

Email: [usarmy.knox.hrc.mbx.epmd-irr-separations@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-irr-separations@mail.mil)

i. Obtain additional contact information for DD 368 releases by accessing: <http://span2010.usaac.army.mil/pub/RC-G3/Div/Pages/Policy.aspx>